 **Writing Consultant II Standard Job Description**

**Classification Title:** Writing Consultant II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Writing Consultant II, under supervision, provides consultation and tutoring for students and other University Writing Center customers. Develops and revises tutoring and PR materials. Represents the Writing Center at University and off-campus conferences and events. Serves as a Team Leader for Writing Assistants.

**Essential Duties and Tasks:**

**35% Tutoring and Consultation**

* Provides tutoring of students regarding their writing, speaking, and audio/video skills.
* Consults with students online and face-to-face regarding writing matters.
* Consults with specified classes/departments regarding writing matters.
* Delivers classroom workshops and may assist with the delivery of advanced/professional classes.
* Maintains records of consultations.

**25% Program Coordination and Support**

* Manages writing programs, including advertising them, assigning students, managing the waitlist, corresponding with participants, developing training materials, presenting those materials to consultants, scheduling appointments, and maintaining program statistics.
* Administers summer writing programs for undergraduates, including advertising it, corresponding with other department participants, coordinating and participating in judging applications, and assisting with publicizing and organizing related events.
* Administers events programs, including responding to inquiries, assigning events, and maintaining records.
* Assists with scheduling, especially by rearranging appointments when consultants request leave.
* Represents the writing center at external conferences.

**20% Development and Training**

* Assists with development and revision of tutoring and PR materials.
* Assists in the hiring process for new undergraduate and graduate consultants by reviewing applications and participating in interviews.
* Assists in training new student consultants and provides ongoing training and professional development for current consultants.
* Presents at staff training sessions and team meetings when needed.
* Assists in teaching tutor training classes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Two years of related experience as a writer, editor, writing or public speaking teacher, or tutor or administrator at a writing, speaking, or learning center.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Excellent verbal and written communication skills.
* Knowledge of writing basics.
* Knowledge of word-processing, spreadsheet, and database applications.

**Machines and Equipment:**

* Computer
* Phone
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* This position will require some night or weekend supervisory duty as needed.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**